

## SECTION 4. MATERIALS AND COLLECTIONS

### Objective:

**To provide a wide variety of information and materials to meet the community's information needs.**

South Carolina's public libraries should provide a wide range of materials in all formats to meet customer needs. These standards recognize that building a diverse library collection is a difficult task and that libraries are often constrained in their purchasing. This section recommends minimum levels of holdings for the population served as one way to measure the effectiveness of a library's collection. These input standards are counterbalanced by several output related standards that address the currency and usefulness of the collection, merchandising techniques for promoting materials and alternative methods for providing materials unavailable in the local library.

#### **4.1 THE LIBRARY HAS A COLLECTION DEVELOPMENT POLICY APPROVED BY THE LIBRARY BOARD OF TRUSTEES.**

	Yes	No	Planned	Not Planned	N/A
The library has an approved collection development policy which has been developed or updated within the last three years.					
The library's collection development policy includes an intellectual freedom statement.					
The library endorses the American Library Association's Freedom to Read Statement, Freedom to View Statement, Library Bill of Rights and its interpretations. (See <b>Appendix D</b> for these ALA documents.)					
The library has a preservation policy for materials that reflects the mission and role of the library.					

#### **4.2 THE LIBRARY HAS A COLLECTION DEVELOPMENT PLAN.**

	Yes	No	Planned	Not Planned	N/A
The library has an approved collection development plan that details its collection and acquisition priorities.					
The library utilizes standard selection tools and procedures for collection development.					

	Yes	No	Planned	Not Planned	N/A
The library has a plan and procedure for addressing challenges to materials in the collection.					
The library has a plan and procedure for addressing requests to add materials to the collection.					
The library regularly evaluates its collection to determine subject strengths and weaknesses.					

**4.3 THE LIBRARY ALLOCATES 18% TO 20% OF ITS OPERATING BUDGET TO PURCHASE LIBRARY MATERIALS AND PROVIDE ACCESS TO INFORMATION SERVICES.**

	Yes	No	Planned	Not Planned	N/A
The library allocates 10% to 20% of its operating budget for the purchase of library materials.					
The library allocates funds for specific areas of the collection such as adult, children's, young adult, local history, and business.					
The library allocates funds for purchasing materials in all appropriate formats based on its collection development policy, the library's plan, current use, and the priorities the library has chosen.					

**4.4 THE LIBRARY'S COLLECTION REFLECTS THE DIVERSITY IN ITS COMMUNITY.**

	Yes	No	Planned	Not Planned	N/A
The library's collection reflects the diversity of its community, and the library has taken measures to support the purchase of materials to meet the needs of these groups.					
The library makes every effort to include materials that its customers need, even though other customers of the library may find those materials objectionable.					
The library has developed special or unique subject areas relevant to local community interest such as local history, oral history, and business.					

**4.5 THE LIBRARY HAS AN UP-TO-DATE COLLECTION, WITH A MINIMUM OF 25% OF THE MATERIALS PURCHASED OR ACQUIRED WITHIN THE LAST FIVE YEARS.**

	Yes	No	Planned	Not Planned	N/A
The library has calculated the number of volumes added and the number withdrawn annually as a percentage of the total number of volumes.					
The amount of time between date of receipt of materials and their availability for use averages ten (10) working days or less.					
The library has a process for assessing and weeding its collection.					
The library withdraws an average of 5% of the collection annually in order to maintain a collection that meets the community needs.					
The library considers donating to the South Carolina Fiction Cooperative last copies of adult and juvenile titles no longer needed.					

**4.6 THE LIBRARY PURCHASES MATERIALS IN SUFFICIENT QUANTITIES TO MEET CUSTOMER NEEDS.**

	Yes	No	Planned	Not Planned	N/A
The library has assessed community needs for library materials and identified the types and subject areas of the materials most desired by the community.					
The library has compared itself to other South Carolina libraries in its population group, as defined in the <b>South Carolina Public Library Annual Statistical Summary</b> and with national data about public libraries available from the Public Library Association and the National Center for Education Statistics.					
The library meets or exceeds the following recommendations for the size of its materials collection:					
_____ Basic level                      2.5 vols/capita					
_____ Full level                         3.5 vols/capita					
_____ Comprehensive level        4.5 vols/capita					
A minimum of 10% of the materials budget is expended for audiovisual materials.					

**4.7 THE LIBRARY OFFERS A WIDE RANGE OF INFORMATION AND MATERIALS IN A VARIETY OF FORMATS.**

	<b>Yes</b>	<b>No</b>	<b>Planned</b>	<b>Not Planned</b>	<b>N/A</b>
The library offers materials such as:					
Audiocassettes					
Book/cassette kits					
Books					
Books on tape					
Compact discs					
CD-ROM					
Computer Software					
Journals/periodicals/newspapers					
Online databases					
Video discs					
Videocassettes					
Other (to meet community needs):					

**4.8 THE LIBRARY DEVELOPS AND ORGANIZES ITS COLLECTION TO ENCOURAGE BROWSING.**

	<b>Yes</b>	<b>No</b>	<b>Planned</b>	<b>Not Planned</b>	<b>N/A</b>
The library makes use of attractive displays, face-out shelving, or other merchandising techniques to encourage browsing.					
The library evaluates the collection in terms of a fill rate study that includes browsers' fill rate at least every five years.					

**4.9 LIBRARY CUSTOMERS RECEIVE TIMELY ACCESS TO HELPFUL MATERIALS NEEDED TO MEET THEIR SUBJECT REQUESTS.**

	Yes	No	Planned	Not Planned	N/A
The library has completed a fill rate study that includes an author and subject fill rate within the last five years and has compared its performance to previous studies.					
The library has determined the percentage of customers who rate the library's subject collection as satisfactory.					
The library has determined the percentage of customers who rate access to databases as satisfactory.					

**4.10 LIBRARY CUSTOMERS CAN EASILY ACCESS THE SPECIFIC LIBRARY MATERIALS THEY WANT.**

	Yes	No	Planned	Not Planned	N/A
The library has completed a fill rate survey within the last five years and compared its performance to previous survey results.					
The library incorporates the results of the fill rate study into its collection development plan and into its materials budget.					
The library has determined the percentage of users who rate the quantity and quality of materials available as satisfactory.					
The library has technical services staff trained in the use of MARC records and AACRII rules for cataloging.					

**4.11 LIBRARY CUSTOMERS ARE ABLE TO FIND THE LOCATION AND AVAILABILITY OF MATERIALS IN THE LIBRARY AND ITS BRANCHES AND ARE PROVIDED A SYSTEM OF DELIVERY.**

	Yes	No	Planned	Not Planned	N/A
The library has an online catalog which indicates the holdings, location, and availability of materials in all the library's service outlets.					

	Yes	No	Planned	Not Planned	N/A
The library has a delivery system in place to move items from one location to another:					
Choose one:					
_____ Basic level Two times per week					
_____ Full level Five times per week					
_____ Comprehensive level Daily					
Library customers at any location receive requested items identified as available in the library system within forty-eight (48) hours, excluding weekends.					
The library has a system for reserving/holding items that are not currently available in the library.					

**4.12 THE LIBRARY HAS INVESTIGATED THE FEASIBILITY OF WORKING WITH OTHER LIBRARIES TO PLAN FOR COOPERATIVE COLLECTION DEVELOPMENT.**

	Yes	No	Planned	Not Planned	N/A
The library has met with other libraries and has developed a plan for cooperative collection development.					
The library participates in a cooperative collection development program.					
The library staff is familiar with the collections and resources for other libraries in the area and their policies for public use.					
The library provides access to the online catalogs of other libraries.					

**4.13 LIBRARY CUSTOMERS RECEIVE MATERIALS NOT IMMEDIATELY AVAILABLE ON-SITE IN A TIMELY MANNER.**

	Yes	No	Planned	Not Planned	N/A
The library staff places interlibrary loan requests for materials not owned by the library within twenty-four (24) hours of receipt of request.					
The library evaluates the time that a customer waits for materials not immediately available, including reserves and interlibrary loans.					

	Yes	No	Planned	Not Planned	N/A
The library has a policy and procedure that addresses the average length of time taken to fill requests for popular/bestseller items:					
Choose one:					
_____ Basic level                                  Six weeks					
_____ Full level                                      Four Weeks					
_____ Comprehensive level                  Two weeks					

#### **4.14 THE LIBRARY MAINTAINS AN UP-TO-DATE REFERENCE COLLECTION.**

	Yes	No	Planned	Not Planned	N/A
The library maintains a current collection of core reference materials selected from recommended lists and additional sources to meet specific community needs.					

#### **4.15 THE LIBRARY MAKES USE OF INFORMATION TECHNOLOGY TO EXPAND ACCESS TO INFORMATION.**

	Yes	No	Planned	Not Planned	N/A
The library subscribes to electronic databases or provides an alternative method to access information at all locations.					
The library makes technology available for public use at all locations.					
The library makes use of CD-ROM technology and software at all locations.					
The library has public access to the Internet at all locations.					
The library provides training for library customers in the use of new information technologies.					

**Additional Resources  
On  
Materials & Collections**

- American Library Association. **Guide to Cooperative Collection Development.** ALA, 1994. (025.21)
- American Library Association. **Freedom to Read Statement.**
- American Library Association. **Freedom to View Statement.**
- American Library Association. **Library Bill of Rights.**
- Baker, Sharon L. **The Responsive Public Library Collection: How to Develop and Market it.** Libraries Unlimited, 1993. (027.473)
- Boon, Belinda. **The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries.** Texas State Library, 1995. (025.216)
- Byrne, Deborah J. **MARC Manual: Understanding and Using MARC Records.** Libraries Unlimited, 1991. (025.3)
- Cassell, Kay Ann. **Developing Public Library Collections.** Neal-Schuman, 1991. (025.2)
- Collection Development Policies & Procedures.** Oryx Press, 1995. (025.2)
- Gorman, Michael and Paul W. Winkler. **Anglo-American Cataloging Rules.** 2<sup>nd</sup> ed. ALA, 1988. (025.32)
- Interlibrary Loan Trends: Making Access a Reality.** Assn. Of Research Libraries, 1992. (025.62)
- Kaye, Alan L. **Video and Other Nonprint Resources in the Small Library.** ALA, 1991. (025.287)
- Lang, Jovian. **Reference Resources for Small and Medium-Sized Public Libraries.** ALA, 1992. (016.0287)
- Lowry, Marcia Duncan. **Preservation and Conservation in the Small Library.** ALA, 1989. (025.84)
- Rowley, Gordon. **Organization of Collection Development: A Spec Kit.** Association of Research Libraries, 1995. (025.2)
- Video Collection for the 90's.** [s.n.], 1992. (026.02517)